



Haywood County Fairgrounds, Inc.
758 Crabtree Road
Waynesville, NC 28785
828-400-1704
www.haywoodcountyfairgrounds.org
Tax ID No. 56-1944716

HAYWOOD COUNTY FAIRGROUNDS FLEA MARKET RULES OF USE

In effect as of January 1, 2015

- RENT MUST BE PAID IN ADVANCE!** NO REFUNDS... NO ROLLOVER OF FEES FOR FUTURE EVENTS. Rent may be paid by Cash or Check. Booth rental Fees must be pre-paid in order to guarantee your space. Prepayments for more than one month in advance will not be accepted. Receipts of payment will be issued by management. No "subletting" of space will be allowed.
- FEES & BOOTH SPACE:** Fees are \$20.00 per monthly event. Booths include a 10'X10' floor space with two 8' tables & one chair. Established aisles between booths must be maintained and free of obstruction.
- CANCELLATIONS BY VENDORS:** Notice of cancellation must be received by management no later than 5PM on the Thursday prior to the event. If a booth remains un-occupied after 5:45PM on the Friday of set-up with no notification to management, that booth will be reassigned. In the event of an emergency, vendors should notify management as soon as possible to prevent booth reassignment.
- INCLEMENT WEATHER CANCELLATIONS:** Cancellations due to weather will be determined by the manager and members of the HCFG Board no later than 12:00 Noon the Friday before Flea Market. Flea Market will not be re-scheduled for that month. Payments will roll over to the next month, when confirmed by the vendor. Refunds will be issued for those not wishing to reserve a booth for the next Flea Market.
- SET-UP:** Buildings will be open from 5:00PM – 7:00PM on the Friday prior to the flea market day for set-up. Early, late, or next-day set-ups are not allowed without express permission from management.
- OPERATION / BREAK-DOWN HOURS:** Monthly flea market operation hours are from 7:00AM - 1:00PM on the first Saturday of each month; except for July and December, which is the second Saturday. Vendors shall NOT break down their booths prior to 1:00PM. Breakdown time is from 1:00PM – 3:00PM on the day of the event. Vendors must vacate the buildings by 3:00PM. Early breakdown without notification & permission of management may result in vendor losing his/her space for future events. All sale items, display materials, and debris must be removed from booths by the vendor.
- MAINTENANCE OF BOOTH SPACE:** Vendors are responsible for maintaining their booth space in a clean and attractive manner. Vendors MUST PROVIDE TABLE COVERINGS to contain spills and avoid damage to tables. Failure to leave booth space clean, including floor space, may result in vendor losing his/her space for future events. **Note: As a safety measure, any broken glass must be placed into outdoor dumpsters by vendor – PLEASE do not place in indoor trash receptacles.**
- PETS:** No pets/animals of any kind will be allowed in the buildings for any reason, with the exception of assistance animals.
- RAFFLES & SOLICITATIONS:** Soliciting, walking sales, free giveaways, drawings, surveys, opinion polls, raffles and/or petitions are not allowed without the express permission of the management
- PLANTS, RAW FRUITS & VEGETABLES:** Potted plants, raw fruits and vegetables can create significant dirt and debris. Extra care, including table and floor coverings, must be used by vendors to contain this debris. Failure to leave space clean may result in vendor losing his/her space for future events.
- SALES OF LARGE PLANTS; ANIMALS:** Large plants, shrubbery, bedding plants, Christmas trees, wreaths, and similar items may be sold by purchasing space in the covered barn and/or surrounding areas. Fees for one vehicle from which such materials may be sold is \$20.00 per event. Note: no tables will be provided for barn space. **Sale of animals of any kind is prohibited.**
- BANNED ITEMS:** The following items, including, but not limited to: alcohol (including beer); guns; ammunition; explosive materials; dangerous, flammable or toxic substances; illegal drugs; drug paraphernalia; offensive, pornographic or x-rated material; outdated or questionable pharmaceutical items; any item that may present a public hazard; or any other illegal items, are banned.
- SECURITY:** Security of booth contents is the sole responsibility of each vendor. While Haywood County Fairgrounds ensures that buildings are locked when unoccupied, management assumes no liability for loss or damage to items.
- VENDOR TAX LIABILITY:** Vendors are responsible for complying with North Carolina Sales and Use Tax law. Vendor information may be released to state or federal tax agencies upon request from that entity.
- FINAL AUTHORITY:** HAYWOOD COUNTY FAIRGROUNDS MANAGEMENT is the final authority for administering these Rules of Use in determining what can and cannot be sold at flea market events.

NOTE: New vendors are required to provide signed copy of Rules of Use and Vendor Information Form with payment when booth reservation is made.

My signature certifies that I have received a copy of and agree to abide by Haywood County Fairgrounds Flea Market Rules of Use.

Signature

Date